



## Position Available

### **Administrative Assistant (Part-Time)**

Board of Law Examiners

Michigan Supreme Court

Hourly Rate Range: \$18.62 - \$23.56 (up to 25 hrs. per week)

The Board of Law Examiners (BLE) is currently seeking qualified applicants for the part-time position of Administrative Assistant. The Assistant provides administrative and secretarial support to the executive director and staff, by performing a variety of operational and administrative tasks that apply knowledge of departmental policies and procedures to achieve division goals. This position reports to the executive director.

Essential duties include, but are not limited to, the following:

- Provide administrative support to the BLE and its staff, including scanning and copying documents, answering phones, preparing files, filing, and requesting records from the state record retention center.
- Organize and schedule hearings and pre-hearing conference calls. Meetings and hearings may be conducted via Zoom or Microsoft Teams.
- Type and proof correspondence, reports, charts, graphs, spreadsheets, and other documents.
- Assist in retrieving electronic documents from the State Bar of Michigan portal website.
- Processing bar exam applications and maintaining records of school certifications, character and fitness approvals, and other documentation related to applicants.
- Assisting the Program Coordinator with organizing and preparing for bar exam administration.
- Preparing files and processing applications for non-resident admissions, including retrieval of electronic character reports from the National Conference of Bar Examiners portal.
- Receive and distribute mail in a confidential manner. Open and distribute mail and prepare outgoing mail. Prepare, package, and send bulk mailings. Receive and process fees.
- Provide analytical and technical support to develop and coordinate various processes.

#### **MINIMUM QUALIFICATIONS**

**EDUCATION:** High school level course work or skills acquired through vocational or applied skills courses.

**EXPERIENCE:** One year of secretarial or clerical experience, preferably in a professional, legal or court setting.

**KNOWLEDGE:** Must possess basic computer skills, working knowledge of Microsoft Office tools, including Word, Excel, and PowerPoint.

**ABILITY:** Multitask and prioritize multiple projects with competing deadlines with exceptional attention to detail. Establish and maintain good working relationships and communicate effectively with internal and external constituents. Maintain confidentiality of applicant information and exam materials.

**PHYSICAL REQUIREMENTS:** Required to lift and transport materials, equipment, and supplies weighing up to 45 pounds.

**WORK LOCATION:** Hall of Justice, Lansing, Michigan.

**TO APPLY:** Please email your cover letter and resume in Word or Adobe.pdf format to [jobapps@courts.mi.gov](mailto:jobapps@courts.mi.gov) and include "Administrative Assistant BLE" in the subject line. If you need assistance, please contact Judicial Human Resources (517) 373-1147.

**APPLICANT DEADLINE:**

**OPEN UNTIL FILLED**

AN EQUAL OPPORTUNITY EMPLOYER